



United States
Office of Personnel Management

FWS Job Grading Standard for Laundry Worker

7304

Additional Available Guidance

See [Digest of Significant Classification Decisions & Opinions, Vol. 13](#) for guidance on the intended use of Laundry Worker, WG-7304, versus Materials Handler, WG 6907, series.

Workforce Compensation & Performance Service
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COVERAGE OF STANDARD

This standard is used to grade nonsupervisory jobs in which the primary work involves receiving, sorting, and marking soiled linen and apparel; processing flatwork and roughdry items; assembling and issuing clean laundry. This includes classifying and marking; shaking out wet laundry; feeding into the flatwork ironer; catching, folding, and stacking ironed flatwork; folding roughdry laundry; sorting by identification number; wrapping bundles.

Laundry jobs involving primary skills of loading, unloading, and operating washers, extractors, and tumblers, or pressing shirts and garments, are graded by standards for those jobs.

Jobs with duties such as collecting and transporting soiled linen to the laundry, or distributing clean linen to hospital wards are graded by standards for that type of work, e.g., [Motor Vehicle Operator, 5703](#); [Custodian, 3566](#). (See [Digest Vol. 13](#) for additional guidance on series assignment.)

TITLES

Jobs covered by this standard are to be titled Laundry Worker.

DIFFERENCES IN TYPES OF LAUNDRY

Laundries typically group their work as either bulk laundry or bundle laundry:

- Bulk laundry usually consists of sheets, table linen, uniforms, and other items owned by an organization. It requires little marking and is usually sorted by type of garment or linen with little concern for the washability of individual pieces.
- Bundle laundry consists of personal items submitted from individual customers on a service-charge basis. Items in the bundle are checked against the accompanying laundry ticket upon receipt and before return. A specific number of bundles are processed together under one lot number with all lots being kept separate for reassembly of bundles. Each item must be marked with the individual's identification symbol. Contents of personal bundles often include personal wearing material of unknown color retention and washability qualities.

General: WG-1 Laundry Workers do simple tasks which are easily learned. Some of these tasks are:

- Sorting bulk laundry by type of garment or linen, e.g., all pajamas in one group; all robes in another. Folding roughdry laundry according to set procedure.
- Shaking out tangled, semidry items for flatwork ironing team or hand-feeding into automatic spreader. Feeding items, e.g., sheets or hand towels, into flatwork ironer; holding item taut as the leading edge feeds into the pressure roll.
- Folding ironed flatwork at the delivery end of the flatwork ironer; placing in stacks of prescribed numbers. Wrapping family or personal bundles with paper or plastic. Operating handkerchief press.

Skill and Knowledge: Simple tasks at the WG-1 level involve repetitive movements. One task may be assigned on a permanent basis or tasks may be rotated periodically. WG-1 Laundry Workers need ability to follow oral instructions and to work with others in a team effort. To keep pace with the speed of the flatwork ironer, some hand-eye coordination is necessary to feed items rapidly without wrinkling or bunching.

Responsibility: After receiving initial oral instructions about how the work should be done, WG-1 Laundry Workers do the work the same way repetitively. When a washed item is obviously not clean or is in need of repair, the item is set aside for the supervisor. The supervisor checks to see that production and quality standards are met.

Physical Effort: Workers stand continuously on concrete floors. Most tasks require quick hand and arm movements. Workers continually handle pieces of laundry weighing up to 3 kilograms (10 pounds) and occasionally items weighing up to 9 kilograms (20 pounds), e.g., a stack of sheets.

Working Conditions: Laundries are extremely noisy and usually hot and humid. Workers are exposed to the possibility of bruises from carts or machinery. If required to sort laundry from patients with contagious diseases, workers wear protective masks, gloves, and gowns.

General: In contrast to the simple, easily learned duties of WG-1 Laundry Workers, WG-2 Laundry Workers do duties with a sequence of several tasks requiring some skill or judgment and closer attention to accuracy in following set procedures. Some of these are:

Marking individual bundles: Decides on the correct identification to be used according to set procedure; sets marking machine by pressing keys; stamps mark on laundry ticket and all unmarked laundry items; checks number of items on ticket against those submitted; notes on the ticket numbers of items that do not agree with ticket; nets small items such as socks; keeps lot numbers separate. Cleans and inks marking machine as required. maintains production counts.

Sorting: Receives tickets for one lot arranged in numerical order. Places tickets in bins or hangers in sequence. Sorts various groups of garments and linens into bins by matching identification symbols. Checks numbers of items against those indicated on ticket. Places assembled bundles on conveyor for wrapping.

Skill and Knowledge: Duties at the WG-2 level involve several tasks performed in a sequence repetitively. For this work WG-2 Laundry Workers read laundry tickets, do simple counting, and alphabetize or put numbers in order. Accuracy in following procedures is needed to avoid loss of items or mistakes in pricing.

Responsibility: WG-2 Laundry Workers use some judgment in doing their work according to set procedure, e.g., seeing that laundry tickets agree with the number of items in bundles; deciding what identification symbol(s) to use; sorting laundry by the washability of fabrics. Quality of the WG-2 Laundry Worker's work is determined through spot check and complaints from other laundry units or from customers. The supervisor takes care of problems and checks to see that production quotas are met.

Physical Effort: Workers must stand or walk continuously on concrete floors. While they do not usually have to keep pace with machines, they need a certain amount of quickness in hand and arm movements to meet production standards. Most of the jobs require workers to frequently lift bundles weighing up to 11 kilograms (25 pounds); however, in receiving and shipping, occasional lifting of bulk bundles weighing over 14 kilograms (30 pounds) is required.

Working Conditions: Most workers at this grade are subject to the same working conditions as those described for [Laundry Worker, WG-1](#). When working in the receiving area they may be exposed to drafts from open doors.